Training 7-1: OAS Overview



Using the Online Application System (OAS)

- •Schools participating in the Choice program will use OAS to:
 - Verify student applications that are submitted by parents;
 - Complete and submit program reports;
 - View payment listings;
 - View wait list pupils;
 - View pupil information;
 - Complete the ITP; and
 - Export student data, if needed.

Authorized Users

- •Only trained Choice administrators and authorized designees may receive a username and password to access OAS.
- •A school's administrator can authorize up to three individuals to serve as designees.

Designee Authorization Form

- •Must be on file at the DPI.
- •Must be complete and signed by both the designee and administrator.
- •Must be emailed to <u>privateschoolchoice@dpi.wi.gov</u>.

Designees-Disqualified Persons

- •If a school is barred from participating in the program when an individual is a designee, the individual may be included on a disqualified person list.
- Designees should complete a School Information Update form if they move.
- •Designees or Choice Administrators should send an email to privateschoolchoice@dpi.wi.gov if designees are no longer serving in that role at the school.

Accessing OAS

- •Usernames and passwords will be securely emailed to Choice administrators and authorized designees at the school's address when:
 - Training has been completed, and
 - •The Designee Authorization form authorizing the designee has been provided. Choice administrators must be identified on the Intent to Participate form or, if there is a change in the Choice administrator, the School Information Update form.

OAS Security

- •Keep log in and password information in a secure location.
- Log out and close browser after each session.
- •20 minute time-out.

Logging in to OAS



Private School Choice Programs

Welcome to the Online Application System for the Milwaukee Parental Choice Program (MPCP), the Racine Parental Choice Program (RPCP), and the Wisconsin Parental Choice Program (WPCP).

Please enter your credentials below to log into the system.



When you are finished, please click the LOGOUT link to the left to finish your session and ensure the confidentiality of the data.

Log in using your username and password issued by the DPI

Choice Program

<u>Logout</u>

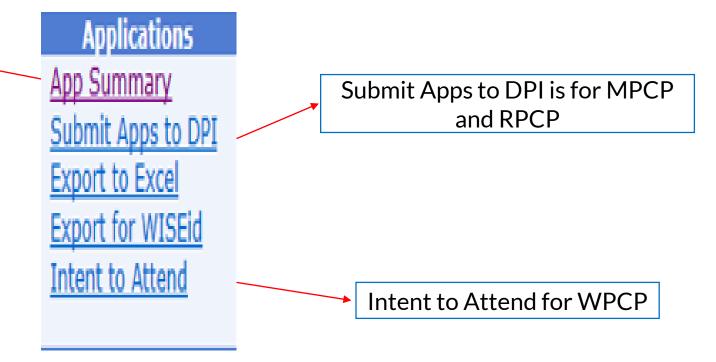
Address Search

Milw Addr Search

Racine Addr Search

Links to the address verification

Main slide. Includes a summary of all pupil data for your schools.



School submitted count reports

Prelim Enrollment
September Count
January Count
Historical Data (Old)

Payment listing and adjustments for reconciliation

Payments

This report provides a historical certification page with the counts and class lists

Report for the summer school course offering and dates and time of instruction

Other Reports

Summer Sch Courses

Summer Sch Count

Available WPCP Seats

Final WPCP Seats

School submitted count reports for summer school

WPCP reports stating seats available by grade

Home Page-Application Summary



Logout

Training Address Search Milw Addr Search Racine Addr Search

Applications

App Summary Submit Apps to DPI Export to Excel Export for WISEid Intent to Attend

Pupil Count

Prelim Enrollment September Count January Count Historical Data Payments

Other Reports

Intent to Participate Summer Sch Courses Summer Sch Count Required Dates Available WPCP Seats Final WPCP Seats

Private School Choice Programs

Application Summary

Enroll Pd: All Periods V 2017 - 2018 School Year: Student Name: School Name: Example School Filter: Search Reset 123 1st Street ☐ Not Yet Verified ☐ Ineligible per DOR Address: ☐ Duplicate App ☐ Continuing Milwaukee, WI 53204 ☐ Ineligible in Semester 1 ☐ Expired after 60 Days ☐ New-DPI Method Verified Administrator Suzie Jones, (414) 555-1212 ☐ Ineligible in Semester 2 Submitted Parent No Show New-DOR Method MPCP - Milwaukee Parental Choice Program Program: ☐ Ineligible in Both Semesters ☐ New-Foster ☐ Multiple Apps **

□K4 □KG □01 □02 □03 □04 □05 □06 ☑07 □08 □09 □10 □11 □12 Grades: Check All | Uncheck All

88 applications retrieved

		Арр	Grade	Multi App *	Student	Date of Birth	Status	Date App Received	Enroll Pd	<u>Parent</u>	E	<u>s</u> j	Cont	Wait	Inc
Delet	e <u>Edit</u>	555000	07		Smith, John	05/19/2005	Parent No Show	2/4/2017	Feb	Smith, Jane	N	N N	Υ	N	
Delet	<u>Edit</u>	555123	07		Rodgers, Aaron	03/28/2005	Parent No Show	6/14/2017	Jun	Rodgers, Matthew	N	NN	N	N	DPI
Delet	<u>Edit</u>	111555	07		Clay, Matthew	12/05/2004	Parent No Show	8/18/2017	Aug	Clay, Sherry	N	N N	N	N	DOR
	Edit	555259	07		Perry, Nick	10/08/2004	Submitted	8/10/2017	Aug	Perry, Betty	Y	Y N	N	N	DPI
	Edit	555685	07		White, Reggie	09/24/2004	Submitted	5/1/2017	May	White, Terry	Y	Y N	Y	N	
Delet	Edit	555784	07		Holmgren, Michael	09/24/2004	Duplicate App	9/6/2017	Sep	Hightower, Kevin	N	NN	Υ	N	
Delet	<u>Edit</u>	555236	07		MaCarthy, Angie	09/11/2004	Parent No Show	5/18/2017	May	Jackson, Valerie	N	N N	N	N	DOR
	Edit	555345	07		Mason, Kyle	06/07/2004	Submitted	8/16/2017	Aug	Mason, Shelley	Y	Y N	Υ	N	
Delet	e Edit	555444	07		Thompson, Susie	01/10/2004	Duplicate App	9/12/2017	Sep	Thompson, Carol	N	N N	Y	N	
	Edit	555126	07		Jones, Jack	07/12/2005	Submitted	6/1/2017	Jun	Jones, Kenny	Y	ΥN	Υ	N	
Delet	<u>Edit</u>	555484	07		Cottontail, Peter	09/29/2004	Not Yet Verified	10/20/2017	Oct	Cottontail, Pete	N	N N	N	N	DPI
	Edit	555100	07		Doo, Scooby	11/24/2004	Submitted	5/8/2017	May	Doo, Shaggy	Y	ΥN	Υ	N	
Delet	<u>Edit</u>	555001	07		Doo, Scooby	11/24/2004	Not Yet Verified	10/20/2017	Oct	Doo, Shaggy	N	N N	Y	N	

^{*} Applications with an asterisk indicate multiple applications exist for the student with a status of: Not Yet Verified, Verified, Submitted, or Ineligible per DOR

Home Page-Application Summary



Choice Program Logout

<u>Training</u> Address Search Milw Addr Search Racine Addr Search

Applications

App Summary
Submit Apps to DPI
Export to Excel
Export for WISEid
Intent to Attend

Pupil Count

Prelim Enrollment September Count January Count Historical Data Payments

Other Reports

Intent to Participate
Summer Sch Courses
Summer Sch Count
Required Dates
Available WPCP Seats
Final WPCP Seats

Private School Choice Programs

Application Summary

School Year:	2017 - 2018 🗸	Student		Filter:			
School Name:	Example School 💙	Name:	Reset	□ Not Yet	☐ Ineligible per	Duplicate	Continuing
Address:	123 Choice Street La Crosse, WI 54601	Search	Reset	Verified □ Verified □ Submitted	DOR ☐ Ineligible in Semester 1	Expired after 60 Days	☐ New-DPI Method ☐ New-DOR
Administrator	Tom Jones, (608) 555-1212				☐ Ineligible in	Parent No	Method
Program:	WPCP - Wisconsin Parental Choice Program				Semester 2 Ineligible in Both Semesters	Show	☐ New-Foste ☐ Multiple Apps =

The verification process closed at 5/1/2017 1 at midnight.

156 applications retrieved

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	Арр	Grade Multi Student		<u>Date of</u> Birth	Status	Date App Received	THE RESERVE OF THE PERSON NAMED IN	Perent	E S J Cont Wait Inc				
Edi	55564	2 06	Anderson, Clay	03/06/2006	Submitted	3/6/2017	Wpcp	Anderson, Colleen	YYN	N	N	DOR	
Edi	55584	9 10	Anderson, Cory	07/21/2002	Submitted	3/6/2017	Wpcp	Anderson, Colleen	YYN	N	N	DOR	
Edi	55561	2 07	Bender, Thomas	12/03/2004	Submitted	3/22/2017	Wpcp	Bender, Jay	YYN	Y	N		
Edi	55571	1 12	Buble, Michael	05/01/2000	Submitted	3/22/2017	Wpcp	Buble, Shirley	YYN	Y	N		
Edi	55598	5 05	Buble, Maria	06/12/2007	Submitted	3/22/2017	Wpcp	Buble, Shirley	YYN	Y	N		
Edi	55593	1 07	Johnson, Joe	05/17/2005	Submitted	4/3/2017	Wpcp	Jones, Samantha	YYN	Y	N		
Edi	55512	3 07	Jones, Stephanie	04/20/2005	Submitted	2/27/2017	Wpcp	Jones, Kevin	YYN	Y	N		
Edi	55532	1 09	Smith, Angie	08/27/2002	Submitted	2/27/2017	Wpcp	Mays, Willie	YYN	Y	N		
Edi	55552	2 05	Ziegler, Jerry	11/19/2006	Submitted	2/2/2017	Wpcp	Colstad, Sherry	YYN	Y	N		

^{*} Applications with an asterisk indicate multiple applications exist for the student with a status of: Not Yet Verified, Verified, Submitted, or Ineligible per DOR

Application Statuses

- •Not Yet Verified: A parent has submitted an application to your school—the application is ready to be verified.
- •Verified: The parent has provided the required documentation to the school and the application has been verified.
- •Submitted: After verification, the application has been electronically submitted to DPI by the school. For the WPCP, the DPI will submit applications selected in the random drawing.

Application Statuses (cont)

- •Ineligible per DOR: The DOR has determined the applicant ineligible.
- •Ineligible in Semester 1: The student was found ineligible for semester 1, but may be eligible for semester 2.
- •Ineligible in Semester 2: The student was found ineligible for semester 2, but may be eligible for semester 1.
- •Ineligible in Both Semesters: The student was found ineligible for the full school year.

Application Statuses (cont)

- •Duplicate App: The parent has already submitted an application that has been verified—this application is a duplicate.
- •Expired after 60 days: The application was not verified within 60 days.
- •Parent No Show: The parent did not provide the required documentation before the end of the open application period.

Questions

Website: http://dpi.wi.gov/sms/choice-programs

Email: privateschoolchoice@dpi.wi.gov

Phone: 1-888-245-2732 ext. 3

